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FYI

ADDA has been 14 AUG 1986
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DDA SUBJECT FILE COPY

ROUTING AND TRANSMITTAL SLIP

Date

4 AUGUST 1986

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. DIRECTOR OF TRAINING AND EDUCATION			
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

#1 - ACTION

PLEASE PREPARE APPROPRIATE RESPONSE.

SUSPENSE: 13 AUGUST 1986

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.	STAT
HENRY P. MAHONEY	7D24 HQS	
ADDA	Phone No.	STAT

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
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USGPO 1983 O-381-529 / 316

DD/A REGISTRY

File: 18-3
18-3

EXECUTIVE SECRETARIAT**ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17	D/OTE		X		
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22					
SUSPENSE		Date			

Remarks

STAT

Executive Secretary

31 Jul 86

Date

3637 (10-81)



Office of Personnel Management

OPM Personnel Manual Letter 412-15

OPM Personnel Manual

OPM PM Letter No. 412-15

Washington, D. C. 20415

July 25, 1986

SUBJECT: Executive and Managerial Training
For FY 87

Executive Registry

OP-3442X

AKR Approved: A-060R
Response Due By: 8/15/86
Negative Response Required

We are requesting nominations for OPM's formal Executive and Managerial Training Program for FY 87. Attachment 1 provides detailed descriptions of the course content and nominating criteria for the following three centrally-funded Federal training programs:

- the Executive Seminar Centers (ESC)
- the Federal Executive Institute (FEI)
- the LEGIS Fellows

We believe that even in this time of significant reorganization, each component of OPM will be able to participate fully in this process. Please review the procedures and materials contained in this cover letter to determine if your organization will need any special assistance in submitting your nominations or in placing them in priority order. Such instances may result where the new administrative or regional personnel office is not yet in place or where subcomponents of a new group are not sufficiently integrated to allow relative prioritization of nominations. Please contact the Office of Personnel and EEO as soon as possible if special arrangements will need to be made.

Otherwise, the nomination process remains the same as last year's. Nominations for all programs should be made on OPM Form 1434 (Revised), Executive and Managerial Training Nomination Form (Attachment 2). An Individual Development Plan, OPM Form 1229, (Attachment 3) must be submitted with each nomination to show the training needs identified and to relate the proposed training to one or more of these needs. Most importantly, please ensure that all nominees fully meet the eligibility requirements, including grade level, for the proposed program. You are again asked to put each nomination in priority order versus all other nominations from your organization for all programs. You do not also need to put nominations for a specific program in priority order.

Inquiries: Recruitment and Development Branch, Steven Weisberg, 632-7484

Code: 412, Executive Development

Distribution: Associate Directors, Regional Directors and Heads of Other Offices

Letter Expires: April 20, 1987

OPM PM Ltr. 412-15 (2)

The completed forms will be used by the Executive Resources Board (ERB) in making selections for training. Particular attention will be paid to the quality of comments under item 11 on OPM Form 1434 (Revised). These comments should be fully supported by the information contained in the rest of the nomination materials. The selection process will adhere to the following timetable:

- Aug. 15, 1986 Deadline for receipt of application forms from all Groups, Regional Offices, and other Offices.
- Sept. 2, 1986 Nomination forms forwarded to the ERB for consideration.
- Sept. 16, 1986 Associate Directors, Regional Directors, and Heads of Other Offices notified of ERB selections.

These dates will be followed strictly. The courses and programs discussed in this letter will not be advertised again this year.

In an important change, the central office executive training funds will pay for all tuition as well as travel and per diem expenses. To conserve these funds, efforts will be made to enroll participants in the seminar or program located near their duty stations but ensuring a residential experience for ESC participants.

If an accepted nominee withdraws within a three-week period immediately preceding scheduled attendance and cannot be replaced by a qualified alternate, the accepted nominee's organization (and not the central fund) will be charged any cancellation fees incurred. To avoid this, managers are urged to notify the Office of Personnel and EEO as soon as their nominee's withdrawal from a course is anticipated. We will attempt to arrange alternate nominees in cooperation with the ERB. These alternates will be drawn primarily from the initial pool of applicants for each centrally-funded program.

Ellen B. Kill Kelley
Ellen B. Kill Kelley, Acting Assistant
Director for Personnel and EEO
Administration Group

Attachments

*** EXECUTIVE SEMINAR CENTER (ESC) ***

The Executive Seminar Centers provide intensive policy and management training for a selected group of Federal managers and executives who are identified as playing essential roles in carrying out national policy and programs. ESC courses are held at Oak Ridge, Tennessee; Kings Point, New York; and Denver, Colorado. The Seminar for New Managers and Management Development Seminar are also offered at Lancaster, Pennsylvania.

A brief description of each ESC course along with nominating criteria are included. Managers nominating applicants should indicate their preference for Fiscal Year quarter and Executive Seminar Center in block 9 of the Executive and Managerial Training Nomination form. These preferences and the final schedule of seminars will be considered when making assignments.

SEMINAR FOR NEW MANAGERS

The seminar provides new Federal managers with an opportunity to learn and practice managerial skills needed to perform effectively in their new assignments. The purpose of the seminar is to assist participants in achieving managerial excellence by enhancing the skills of individual managers within their own functional units. Personal organizational diagnoses will assist participants to master the complex demands of their new roles. Program topics include:

Individual Effectiveness

- o Situational management.
- o Values and personal responsibility.
- o Negotiation techniques.
- o Coaching and counseling.
- o Time management and delegation.
- o Stress management.

Group Effectiveness

- o Managing change.
- o Managing behavior and results.
- o Group dynamics.
- o Verbal and non-verbal communication.

Organizational Processes

- o Performance management.
- o Administering a budget.
- o Technology in the workplace.
- o Problem solving and decision making.

Nominating Criteria: This seminar is for persons who are in their first two years in a managerial position (supervisor of supervisors). Most participants should be at the GS-13 level but the program is also open to new managers at higher grades. Bona fide new managers, GS-12, may also be accepted upon certification of special need or circumstances.

Attachment 1 to OPM PM Ltr. 412-15 (2)

MANAGEMENT DEVELOPMENT SEMINAR

This seminar provides an opportunity for experienced managers to develop new capabilities as well as enhance those which have supported their management excellence in the past. The purpose of the Management Development Seminar is to assist managers and executives in achieving organizational excellence by increasing the capabilities of individual managers within their larger organizational settings. It provides information on trends affecting management behaviors and processes and current developments in the following areas:

The External Environment

- o The governmental context.
- o Political, economic and social trends.
- o The legal context.

Structural Dimensions of Organizations

- o Administration initiatives.
- o The budgetary process.
- o Accountability.

Behavioral Dynamics

- o Leadership.
- o Understanding individual differences.
- o Power, influence and motivational patterns.
- o Ethics and integrity.
- o Organizational cultures.
- o Stress management.

Nominating Criteria: This course is designed for successful experienced managers, GM/S-13-15.

EXECUTIVE DEVELOPMENT SEMINAR

This intensive program helps upper level managers make the transition to executive positions. Through briefings, case studies, simulations, individual study, and other learning modes the seminar helps participants develop and expand their executive management skills. Examples of subject matter areas treated include:

- o Alternative views of the role of the public sector.
- o The profession and discipline of management for careerists at the executive level in the American public service.
- o Role expectations for career executives in policy development, policy implementation, external relationships, the budget development and review process, etc.
- o Managing through systems.
- o Developing a managerial cadre in large organizations.
- o Developing accountability in the organization.

Nominating Criteria: The seminar is primarily aimed for SES candidates. Recently appointed SES members and high performing GM/S-15's and 14's would also be appropriate.

ADMINISTRATION OF PUBLIC POLICY

This seminar includes the political, social, and ethnic environments in which American public policy is initiated, developed, and implemented. The seminar studies the major policy-making centers in American Federal government. Participants will explore the ways in which public policy is influenced by political and career executives in government. One of the major objectives of this seminar is the opportunity to take a look at the shaping of public policy and to exchange thoughts and perspectives with scholars, practitioners, and other participants. A sampling includes:

- o The changing environment and direction of public policy.
- o Legislative-Executive branch relationships in policy making and oversight.
- o The roles of the Office of Management and Budget and the General Accounting Office.
- o Interface of political and career executives.
- o Presidential management initiatives and government performance.
- o The role of the policy manager in a change era.
- o Interactions and impact of interest groups in the policy process.
- o The influence of mass media.
- o Evaluating policy and program outcomes.
- o Accountability in policy management.

Nominating Criteria: This seminar is open to managers and executives, GM/S-13-15, who are involved in the implementation and management of Federal policy or programs.

CURRENT ISSUES SEMINAR

By design, these seminars are tied closely to ongoing policy themes. Current issues seminars concentrate on proposals and current perspectives on the processes of government as well as high-level administration initiatives.

The intent will be to create a forum for senior administration spokesmen to address candid, clarifying policy observations directly to senior Federal government managers. Necessarily, program content will constitute a mix of background information, policy evaluations, and administration recommendations. An attempt will be made to supplement lecture with illustrative case examples, audiovisual materials, and permanent reference data. The effect of attendance at the current issues seminars will be to stimulate senior Federal managers to an appreciation of current administration policy direction and Administration proposals currently under discussion. Issues may include, but will not be limited to:

- o Economic initiatives, including tax reform.
- o Redefining social and entitlement programs and objectives.
- o Changing balance of Federal-State relations.
- o Regulatory reform.
- o Privatization and the private delivery of public services.
- o National security issues including complex weapons systems.
- o U.S. foreign policy initiatives and international relations.
- o Controlling terrorism.

Nominating Criteria: This seminar is open to GM/S-14 and above managers and executives with substantial organizational responsibility for administering and implementing policies and programs.

Attachment 1 to OPM PM Ltr. 412-15 (4)

ECONOMICS AND PUBLIC POLICY

This seminar is concerned with intensifying economic understanding and insight as economics issues are related to Federal policy coordination and implementation. The seminar will incorporate historical perspectives regarding the nature, intent, and effects of Federal involvement in the private economic sector. Participants will examine the economic consequences of Federal public policy activities and survey attempts to mitigate adverse effects stemming from Federal intervention. Lecturers will present certain representative, economic case studies to provide a useful, practical reference matrix for Federal policy executives.

Particular areas of coverage include:

- o The nature of the U.S. economy as a market-based economy premised on private property rights.
- o The origin of Federal regulations, the regulatory reform movement, and experiments in deregulation.
- o Tax policy and investment.
- o Wages, productivity, and prices.
- o Credit markets, interest rates, and government policy.
- o Prospects and policies beyond 1986.
- o The nature and composition of cyclical and structural unemployment and the reasons for unemployment.
- o The United States as a competitor in the world economy.
- o Exchange rates and the effects of a strong dollar on U.S. trade.
- o A review of new approaches to maximizing economic incentives.
- o Private property rights, entrepreneurship, and innovation.
- o The societal costs of government regulatory policies.
- o Perspectives on the divestiture of Federal government property.
- o Labor markets: artificial and inherent rigidities.
- o Definitions of full employment.
- o The social safety net: approaches to heightening the responsiveness of entitlement programs to efficient management.
- o Concern about transgenerational welfare poverty.
- o Markets, minorities, and ethnicity.
- o Federal legislation designed to protect small entities from excessive Federal governmental intervention.

Nominating Criteria: This seminar is open to GM/S-13 and above individuals whose programs are significantly affected by economic policies or directions.

FEDERAL PERSONNEL MANAGEMENT ISSUES

The management of human resources has taken on new significance governmentwide since the enactment of civil service reform. In fact, efficient personnel management may be of greater concern throughout the Federal government now than at any time in decades. This seminar is an in-depth exploration for executives and managers of issues, policy options, and implementation solutions in managing Federal government personnel. The seminar will focus on such issues as:

- o Administration proposals for governmentwide administrative streamlining and management improvement.
- o Implementation of effective performance management and performance-based incentives.
- o Staffing issues.
- o Merit systems protection and agency representation before the MSPB
- o Compensation issues.
- o Changes in the Federal retirement system.
- o Issues in Federal labor-management relations.
- o New approaches and demonstration projects.

Nominating Criteria: This seminar is open to GM/S-14 and above managers and executives who can apply the material in this seminar to their current or anticipated work at OPM.

FEDERAL PROGRAM MANAGEMENT

This seminar provides an understanding of the total environment and operation of Federal programs. Once Federal public policy has been established, Federal managers have a pivotal role in the implementation and measurement of program results. This seminar provides participants with an opportunity to evaluate their methods of program management compared to other program managers who have handled similar problems. The topical focus is on:

- o The impact of Administration policy on the government manager; the public's expectation of agency responsiveness; the relationship of the government manager with policy executives; improvement of the delivery systems; and the role of the manager in crisis resolution.
- o New challenges to the program manager: civic concerns, policy responsiveness, and technological change.
- o Administration proposals for Federal government improvement and streamlining of Federal agencies: implications for program managers.
- o Administrative and managerial accountability; interagency programs responsiveness; participation of state and local governments; problems of intergovernmental and interjurisdictional coordination.
- o Improving financial and general management accountability in public programs using new directives.
- o Economic impacts on public program management.
- o The program manager as a responsible agent.
- o Program implementation and management through contractors and funded private agencies.
- o The legal and ethical responsibilities of the Federal program manager.

Nominating Criteria: This seminar is open to GM/S-13 and above individuals preferably with direct involvement in program management and implementation.

Attachment 1 to OPM PM Ltr. 412-15 (6)

MANAGERIAL COMPETENCIES FOR EXECUTIVES

This seminar provides an opportunity for advancing managers to examine new role demands and reinterpret existing skills to adapt and apply their management competencies in a broader policy context. The seminar makes extensive use of experiential learning techniques: games, team processes for laboratory learning and case studies. The case materials will be drawn from real experiences of government managers in the context of planning and implementation of public policy.

In the design of the program, two core objectives are given equal weight: to increase participant's ability to analyze complex policy and management issues and to build participants' facilitation skills for developing effective working relationships. During the course of the two-week seminar, participants will be able to strengthen their performance of the following executive responsibilities:

- o Conceptualize and communicate the implications of information, analysis and judgements.
- o Anticipate strategic implications, external entities impacted, and role relationships.
- o Use information to develop plans and objectives reflecting policy priorities.
- o Explain policies, priorities and external issues. Organize and share information relating to pertinent situational considerations.
- o Lead a group to a decision reflecting all relevant considerations.
- o Use informal techniques to gather information, build support and resolve conflicts.
- o Develop dynamic working relationships with peers on project teams.
- o Developing frameworks that weigh technical and policy issues.
- o Negotiate and coordinate collaborative solutions.

Nominating Criteria: This seminar is open to policy managers and Senior Federal managers making the transition from the technical or operating level to the policy level and who are at the GM/S-14-15 or SES level.

MANAGING MONEY AND MATERIAL RESOURCES

This seminar deals with the manager's responsibilities for obtaining and allocating the money and material resources necessary to support program and policy implementation. This includes budget preparation and justification, and administration of the work unit's budget, as well as supply, equipment and facility acquisition, procurement and contracting, and logistical operation oversight. The specific topics covered include:

- o Preparing and justifying a budget
- o Using financial information to track spending
- o Creating a financial management system
- o Integrating the budget with higher management priorities
- o Forecasting and defending the operating budget
- o Explaining budget impact on policy alternatives
- o Providing budget information to upper management
- o Applying contract and procurement regulations to meet organizational objectives
- o Understanding A-76 procedures
- o Managing contractor activities
- o Analyzing and evaluating contractor compliance with contract specifications
- o Planning resource acquisition
- o Presenting and defending acquisition requests

Nominating Criteria: The seminar is for GM/S-14 through SES managers and executives who are directly responsible for large program expenditures and obligations.

PRESIDENTIAL INITIATIVES FOR FEDERAL PRODUCTIVITY IMPROVEMENT

In light of the governmentwide Productivity Improvement Program, this new seminar addresses the critical need for increasing managerial performance and improving public sector productivity. Emphasis is on hard skills as well as behavioral approaches to achieve the goal of increased Federal productivity.

Major areas of concentration are:

- o National growth, management/industrial trends and the criticality of United States productivity
- o Administration initiatives to improve government performance, building on Reform 88 and the Productivity Improvement Program
- o The agency role in productivity improvement, identifying opportunities and gaining workforce commitment
- o Lessons from private sector productivity and the Japanese experience
- o Structural fixes, streamlining organizations, consolidating functions
- o Encouraging innovation, techniques for introducing change in organizations
- o Opportunities for cost efficiencies through financial management
- o Technological fixes - automation, telecommunication, computers
- o Performance management and productivity-gain sharing
- o Monitoring and evaluating organizational results

Nominating Criteria: The seminar is open to GM/S-13 and above managers who have responsibility for improving productivity and performance in their program operations.

Attachment 1 to OPM PM Ltr. 412-15 (8)

REGULATORY POLICY SEMINAR

This seminar analyzes Federal regulation from a broad, policy-oriented perspective. It examines historic and current trends in Federal regulation with an eye to finding solutions to the public's concern over excessive government regulation. Recognizing that the discretion given to Federal executives to undertake regulatory initiatives varies according to agency and legislative mandate, the seminar will focus on the necessity for creativity in finding regulatory policy solutions within the framework of existing statutes.

Particular areas of coverage will be:

- o Current regulatory reform initiatives.
- o Economic, legal and legislative direction and impacts.
- o Administrative reforms and processes.
- o Intergovernmental aspects and responsibilities.
- o Institutional interactions of the private sector, interest groups and executive agencies.
- o Specific situations and case histories related to contemporary issues e.g., airlines, communications, transportation, environment.

Nominating Criteria: This seminar is open to GM/S-13 and above individuals who are actively involved with the administration of regulations.

*** FEDERAL EXECUTIVE INSTITUTE (FEI) ***

THE FOUR-WEEK EXECUTIVE EXCELLENCE PROGRAM

This four-week program replaces the previous three, four, and seven-week Executive Development programs at FEI. Participants in the Executive Excellence Program form a learning community of sixty-five senior government executives concerned about leadership at the executive level and the essence of public service management. The group will examine core themes relating to executive excellence in the public sector.

Topics include the value underpinnings of American constitutional government, the development of American political institutions, the role of the career executive in implementing public policy, the processes by which basic values are formed, and fundamental issues in economics, foreign policy, and leadership. Program participants also select courses in theory and policy, management systems and practices, and executive development which will meet their individual development needs.

OTHER FEI PROGRAM OFFERINGS

Short courses of one week or less (Featured Topic Week, Alumni Program) are scheduled throughout the year. Detailed announcements of these programs are sent to OPM's training office prior to the beginning of a course. Approval of nominees for participation in short courses is made directly by FEI. However, since these programs will also be centrally funded, nominations must be made through the ERB Subgroup. Nominating organizations should submit OPM Form 1434 (Revised) to the Subgroup as far in advance as possible.

Eligibility Criteria: The Executive Excellence Program will give priority to current members of the Senior Executive Service. GS-15 managers who have responsibility for the management of other managers, have either completed or are enrolled in an approved SES candidate development program, or have been identified by the Executive Resource Board as having high potential for promotion into the SES are also eligible.

The short courses of one week or less are targeted primarily at members of the Senior Executive Service and FEI alumni.

Managers nominating applicants should indicate their preference for Fiscal Year quarter in block 9 of the Executive and Managerial Training Nomination form. These preferences and the final schedule of sessions will be considered when making assignments.

Attachment 1 to OPM PM Ltr. 412-15 (10)

*** LEGIS FELLOWS ***

The Program provides assignments for personnel whose current or prospective positions may require working knowledge of the operations of the Congress. The Fellows receive instruction and hands-on experience in a congressional office through training/developmental activities consisting of three (3) weeks of intensive briefings on the operations and organization of the Congress; an assignment, full time, on the staff of a Member, committee, or support agency/organization of the Congress; and weekly seminars during the work assignment on Capitol Hill.

Nominating criteria: These sessions are open to those candidates with a minimum grade of GS-14 or equivalent; at least two years of Federal service in the Executive Branch, ability to initiate work independently with minimum supervision, direction, or assistance; and an interest in legislative procedures, practices, and techniques. Preferred nominees are members of the Senior Executive Service, SES Candidates, and other personnel designated for management/executive development.

Schedule (Subject to change based on Congressional calendar)

Full year program:	01/05/87 - 12/18/87
Winter/Spring:	01/05/87 - 06/12/87
Spring/Summer	03/30/87 - 09/11/87
Summer/Fall	07/13/87 - 12/18/87

OFFICE OF PERSONNEL MANAGEMENT
EXECUTIVE AND MANAGERIAL TRAINING NOMINATION FORM

1. Name (Last, First, Middle Initial)	2. Title and Grade/Step	3. Date of Last Promotion
4. Name of Group/Office/Division		5. Work Phone
6. OPM Mailing Address (Room and Street Number, City, State, ZIP Code)	7. Home Address (Number, Street, City, State, ZIP Code)	
8. Title of Training Course Requested (A separate form is required for each course requested.)		
9. List the dates, if known, or FY quarter you prefer your nominee to attend the requested course. (If no preference, please indicate.)		
10. Objective from IDP that would be met by this training (List the knowledges, skills, and/or abilities required by nominee's present job or future assignment that would be met through this training.)		
11. What will your organization and OPM gain from this training?		

12. Rank this nomination against all nominations you are now submitting for centrally funded executive and managerial training.

_____ of _____

Reproduce Locally

OPM Form 1434 (Rev. 7/84)

Attachment 2 to OPM PM Ltr. 412-15 (2)

13. List positions held over the past five years by title, grade, organization, and dates.

14. List formal training completed over the past five years.

15. List any additional developmental assignments or self-development activities completed over the past five years.

16. Nominator's Name and Title (Please Type)

17. Nominator's Signature

18. Date Signed

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Individual Development Plan

(Please read instructions on reverse before completing.)

PART I—TO BE COMPLETED BY SUPERVISOR

1 Employee's Name (Last, First, Middle Initial)	2 Current Position (Title, Series and Grade)	3 Target Grade of Current Position	4 Date Annual Performance Appraisal Completed
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5. Developmental Program Eligibility (Non-Professional Employees Only)

- ☐ Career Enhancement Program—fills GS-203 and GS-990 series jobs at grade GS-4
☐ Washington Area Office Intern Program—fills GS-212 series jobs at grades GS-5/7
☐ Administrative Intern Program—fills GS-160, 201, 212, 221, 233, 235, 301, 334, 341, 343, 345, 950, 997, and 1810 series jobs at grades GS-7 thru 11
- ☐ CS Retirement Claims Examiner Program—fills GS-997 series jobs at grades GS-5/7
☐ Computer Programmer Trainee Program—fills GS-334 series jobs at grades GS-5/7
☐

6 Training Needed in Current Position (Relate to Employee's Performance Evaluation)**A. Objective of Training/Developmental Assignment****B. Plan for Achieving Objective (Training, OJT, Detail, etc.)****7. Developmental Activities Needed for Career Ladder Advancement****A. Objective of Training/Developmental Assignment****B. Plan for Achieving Objective (Training, OJT, Detail, etc.)****8. Developmental Activities Needed for Movement to Another Position (Employee Must Complete Item 9 Before This Item Can Be Completed)****A. Objective of Training/Developmental Assignment****B. Plan for Achieving Objective (Training, OJT, Detail, etc.)****PART II—TO BE COMPLETED BY EMPLOYEE****9. Employee's Career Goals****A. Short-Range (1-2 Years)****B. Long-Range (3-5 Years)****10. Self-Developmental Activities Planned or Underway by the Employee****PART III—SIGNATURES**

11. Employee's Signature	Date Signed (Month, Day, Year)	12. Supervisor's Signature	Date Signed (Month, Day, Year)
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ROUTING AND TRANSMITTAL SLIPDate
7 AUG 1986TO: (Name, office symbol, room number,
building, Agency/Post)

Initials Date

1. EXECUTIVE REGISTRY

2.

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4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

PLEASE SEE ATTACHED NOTE FROM

OTE, REGARDING THIS TASKING.

THANK YOU.

O-DDA

7 August 1986

STAT

Since I did not understand why CIA was being requested to respond to the attached OPM Personnel Manual Letter 412-15, I called Steven Weisberg, the contact listed at the bottom of the letter, to find out what OPM needed. (CIA nominates officers through the Training Selection Board directly to the Federal Executive Institute and the Executive Seminar Centers.)

Mr. Weisberg told me that the letter was incorrectly sent out to other Government agencies by the OPM mail room; it was supposed to be for internal OPM distribution only. He told me that no action was required by us.

STAT

ES-TSB

STAT

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.